

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: SERGEANT OF CORRECTIONAL OFFICERS –  
Narcotic Kennel

SALARY GROUP: B17

DEPARTMENT: Correctional Institutions Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: William Stephens DATE: 12/14/2015

POSITION #: 033198

**I. JOB SUMMARY**

Performs routine supervisory work in the care and custody of offenders and in the care, training, and use of canine teams. Work involves maintaining kennel area and supervising staff and offenders assigned to kennel duties. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Supervises, instructs, trains, and ensures the safety of employees assigned to narcotic kennel duties; maintains care, custody, and adherence to rules and regulations by offenders assigned to kennel duties; assists in developing criteria for and selection of narcotic detection handlers and canines; and provides for the care, training, and use of the canine teams.
- B. Supervises and searches for contraband and provides security; counts, feeds, and supervises offenders in housing, work, and other areas accessed by stairs, steps, and ladders; and performs security of various assigned areas involving long periods of sitting and standing, and climbing stairs, steps, and ladders to reach the assigned areas.
- C. Supervises and provides custody and security of offenders including observing actions of offenders, squatting and bending to perform "pat" and "strip" searches of offenders, restraining and securing sometimes assaultive offenders, and transferring and transporting offenders by walking, driving, or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.
- D. Supervises and provides security of offenders performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs, steps, and ladders and climbing around the inside and outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

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- E. Responds to emergencies including climbing stairs, steps, and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs, steps, and ladders; and uses force and deadly force to include the use of chemical agents and firearms to control offenders.
- F. Reads, reviews, and properly applies information found in offender records which is related to the offender's health and safety and to the security of the facility; provides appropriate information to other staff; complies with all policies, procedures, rules, and regulations; enforces offender disciplinary rules; and prepares or supervises the preparation and maintenance of records, forms, and reports.
- G. Coordinates and schedules narcotic detection training and certification; ensures narcotics used for training are properly inventoried, replaced, and stored to include separation to prevent scent contamination; maintains certification standards and makes recommendations related to certification of narcotic detection teams; and conducts investigations of incidents related to the canines.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Two years full-time, wage-earning correctional custody or law enforcement experience.
- 3. Two years full-time, wage-earning experience handling canines.
- 4. Experience handling canines in narcotic detection preferred.

**B. Knowledge and Skills**

- 1. Knowledge of the overall operation of correctional facilities.
- 2. Knowledge of correctional methods, techniques, practices, and procedures.
- 3. Knowledge of state purchasing and donation procedures preferred.
- 4. Knowledge of the care, breeding, and training of canines, and the upkeep of kennel and kennel area preferred.

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5. Knowledge of canine narcotic detection preferred.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to plan, organize, and assign the work of others.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill in the supervision of employees and offenders.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactile discernment, restrain assaultive persons, and ride and care for horses.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, narcotic training aids, tractor, trailer, and automobile.